



CANNON BUILDING
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STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, August 10, 2015 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	October 12, 2015

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
Kevin Reinike, Professional Member
John Starke, Professional Member
Barbara Williams, Public Member
Valarie Lacey, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
David Mangler, Director of Profession Regulation
Jeff Ford, DPR Investigator
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

Dean Pierson, Professional Member
Margaret Harper, Public Member

ALSO PRESENT

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

Mr. Reinike made a motion, seconded by Mr. Snyder, to amend the agenda to change 4.0 from inspector to installer application. By unanimous vote, the motion carried.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the April 13, 2015 meeting. Ms. Lacey made a motion to approved the minutes with amendment, seconded by Ms. Williams. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

At the Board's last meeting they asked if an investigator could come in and speak to the Board about a complaint that had been closed. Mr. Jeffrey Ford, investigator with the Division spoke to the Board about this case and why the investigation had been closed. The case involves unlicensed practice and the respondent has about 12 different addresses at which he does not reside at any of them. Mr. Ford explained to the Board that the investigator did not need to contact the Board at the time of investigating because this was a clear case of unlicensed practice. Mr. Ford stated that the investigators like to involve the Board only when expert advice is needed. The reason for closing the case was that this person cannot be found; however if in the event that the investigator can get a clear address for this person, they will proceed with a cease and desist letter. The Board thanked Mr. Ford for giving them the time to explain the case.

NEW BUSINESS

Ratification of Installer Application

Mr. Snyder made a motion, seconded by Ms. Lacey, to ratify the application of Vincent Goubeaud by examination as a Manufactured Home Installer upon successful passing of the exam. By unanimous vote, the motion carried.

Mr. Starke spoke about Maryland offering HUD licenses to their installers by November 1, 2015. Mr. Starke stated that the continuing education required in Maryland would be 12 hours not 10 like Delaware now offers. Mr. Starke asked the Board if they would be willing to change the rules if it were possible to have reciprocity with Maryland, Pennsylvania, and New Jersey since they will all require 12 hours of CE. Mr. Starke is going to get more clarification from his contact person and Mr. Reinike is going to get information about Pennsylvania's CE requirement to see if the Board will be able to offer equivalent amount of CE. This is something that Jennifer Allen from FSMHA should be aware of as well.

Complaint Status

There were no updates for complaints.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Ms. Williams asked if the Board required criminal background checks when an applicant applies. The Board thought this was a good question to ask. Mr. Maloney explained to the Board that if an applicant applies and answers the question about having a criminal history with a yes, then the applicant would have to supply a CBI in the jurisdiction that the incident took place.

PUBLIC COMMENT

There was no public comment. Mr. Rudy welcomed Mr. Mangler to the meeting. Mr. Mangler stated that he likes to come to the meetings every once in a while to see if the Board needs anything and that he is around, if so.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, October 12, 2015 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:30 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.